



# Department of Human Resources

## Promotional Exam Announcement

Please Post Conspicuously

Jack Doyle  
County Executive

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Director

### Monroe County Sheriff's Office

**PDSJC-0607-03**

### Deputy Sheriff Jailer - Captain

Application Fee:	<b>None</b>
Examination Date:	<b>June 7, 2003</b>
Closing Date for Filing:	<b>May 7, 2003</b>
Salary:	<b>\$59,477 - \$76,620 annually</b>
Employment Opportunities:	<b>The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.</b>

#### Minimum Qualifications:

Candidates must be permanently employed in the competitive class in the **Monroe County Sheriff's Office** and must have served continuously on a permanent basis for **twenty-four (24) months** holding the title of **Deputy Sheriff Jailer - Lieutenant** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

#### Description of Duties:

This position in the Monroe County Sheriff's Office-Jail Bureau, receives general supervision from the Deputy Sheriff Major, assists with the administrative duties of the Monroe County Jail and Correctional Facility and performs security functions when required. Must be available during all shifts in order to respond to emergency situations at either facility.

Exercises general supervision over Deputy Sheriff Jailer - Lieutenants. The employee reports directly to and works under the general supervision of a Deputy Sheriff Major.

#### Scope of Examination

This examination will consist of two parts: An assessment center (80% of final rating), and performance appraisals (20% of final rating). Candidates will be notified of the exercises included in the assessment center. Candidates then must achieve a passing score (70) on the assessment center in order to have weighted average of their last three annual performance appraisals added to these other weighted scores.

The assessment center will consist of three exercises: In-Basket, Citizen Meeting, and Employee Meeting.

- In-Basket – In the In-Basket exercise, candidates will be given paperwork to review and act upon. In some cases the action will involve delegation or action at a later date, while in other cases reports, correspondence, reports, etc. will be prepared.
- Citizen Meeting – In the Citizen Meeting exercise, the candidates will interact with a role player who will be

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acting as a member of the public to discuss issues of concern to the citizen.

- Employee Meeting - In the Employee Meeting exercise, the candidates will interact with a role player who will be acting as a subordinate employee to discuss performance issues.

Each candidate will be assessed by a panel of assessors, who are experienced supervisors from law enforcement agencies other than the Monroe County Sheriff's Department.

In the assessment center each candidate will be assessed on the following areas: Oral Communication and Listening Skills, Ability to Communicate in Writing, Ability to Make Decisions, Ability to Deal Effectively with People, Knowledge of Laws and Department Rules, Regulations and Procedures.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **OPTIONAL** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

**Applications:**

Applications may be obtained at the address or web-site indicated at the bottom of this page and must be postmarked or filed in the Monroe County Department of Human Resources by the closing date for filing for this examination.

**Candidates must record the Exam Number and Title on the Application.**

**Seniority:**

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry as a full-time employee in the Jail Bureau in accordance with the following schedule.

Less than 1 year .....	0 Points
1 year up to 6 years .....	1 Point
Over 6 years up to 11 years .....	2 Points
Over 11 years up to 16 years .....	3 Points
Over 16 years up to 21 years .....	4 Points
Over 21 years up to 26 years .....	5 Points

Seniority points will be calculated at the time of examination.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date.

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Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Saturday Sabbath Observer or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed at the bottom of this page by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date, must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources two (2) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours, and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at 428-5550.

**Issue Date:** April 7, 2003